



RADIO OPERATOR

Characteristics of Work

This is skilled work involving receiving and transmitting information and instructions by voice radio, telephone and teletype machine. Work involves relaying messages to units concerned, keeping daily logs, making teletype line connections between stations, dispatching personnel during emergencies, and any other work which must be performed according to established procedures. Work is performed under general supervision.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Receives and transmits messages by telephone, teletype, or radio to stations in a large interstate network.

Maintains daily logs of time, type of authority, nature of calls received and transmitted, and related observations.

Types various kinds of records and reports, maintains files of various kinds, and performs related duties.

Gives information to public regarding various types of current and/or emergency conditions, and advisories, and procedures.

Performs related or similar duties as required or assigned

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Receives and transmits messages using radios and telephones.
2. Dispatches appropriate personnel to proper locations with complete instructions.
3. Maintains logs, registers, records and other documentation.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel

Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination:

While performing the duties of this job, the incumbent is regularly required to sit; and use hands to finger, handle or feel objects, tools or controls. The incumbent is frequently required to stand; walk; and reach with hands and arms. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

One (1) year of experience in work directly related to the above-described duties.

Note:

Within Twelve (12) months of hire date, persons employed into this occupational class must successfully complete the certification requirements/minimum training standards for telecommunicators as set forth by the Board of Emergency Telecommunications Standards and Training. This requirement is in accordance with Section 19-5-353 of Miss. Code Ann., and is necessary for conferment of permanent state service status.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.